Recurring Payment with a Dollar Limit_Create and Maintain

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
4/18/05	Kathy Henry	First Draft
4/19/05	Joanne Gallaher	SME review, approve
4/20/05	Heather Hanson	Training review, approve
4/28/05		Agency review, approve
5/24/05		Tester review, approve
6/6/05	Kathy Henry	Edits made per tester review
8/17/05	Jenelle Anderson	Inserted Message Type table
5/11/06	Chylynn Hansel	Edits

Purpose

Use this procedure to create and/or maintain a recurring payment with a dollar limit for wage types that do not maintain a balance.

Trigger

Perform this procedure when recurring payments/deductions are created or exist that have a dollar limit for wage types that do not maintain a balance.

Prerequisites

Need to create a recurring payment with a dollar limit with a specific end date.

Recurring payments/deductions exist with default end dates of 12/31/9999, but need actual end dates.

Menu Path

- Human Resources → Personnel Management → Administration → HR Master Data →Maintain

Transaction Code

PA30

Helpful Hints

You will need to determine the number of pay periods required to pay the obligation at the set payment amount. If there will be a balance remaining after the end date of the recurring payment, you will need to create a one-time payment to finalize the obligation.

Example: If the amount to be paid is $112.99 and the payment amount is $25 per pay period, it will take four pay periods of $25 and one of $12.99 to pay the obligation in full. A one-time payment must be created for the $12.99.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

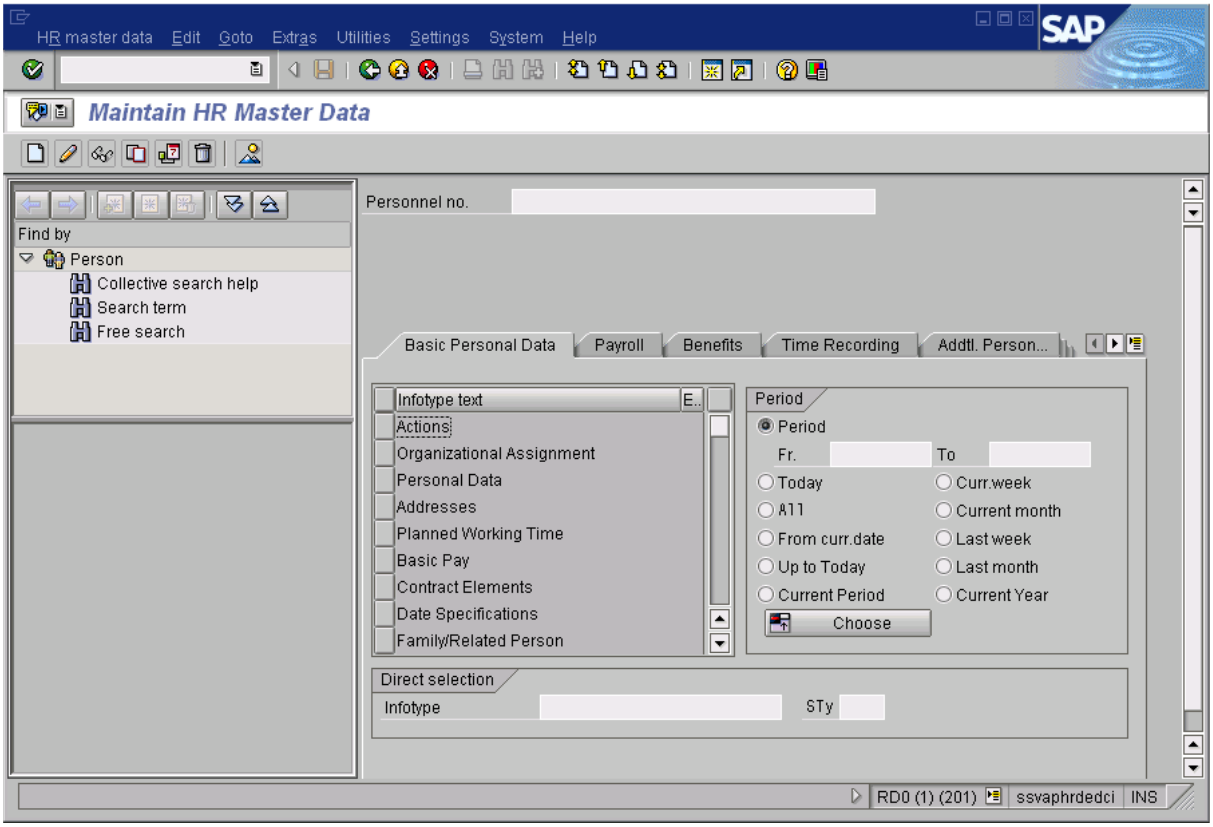
Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.

Message Type	Description
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

Maintain HR Master Data



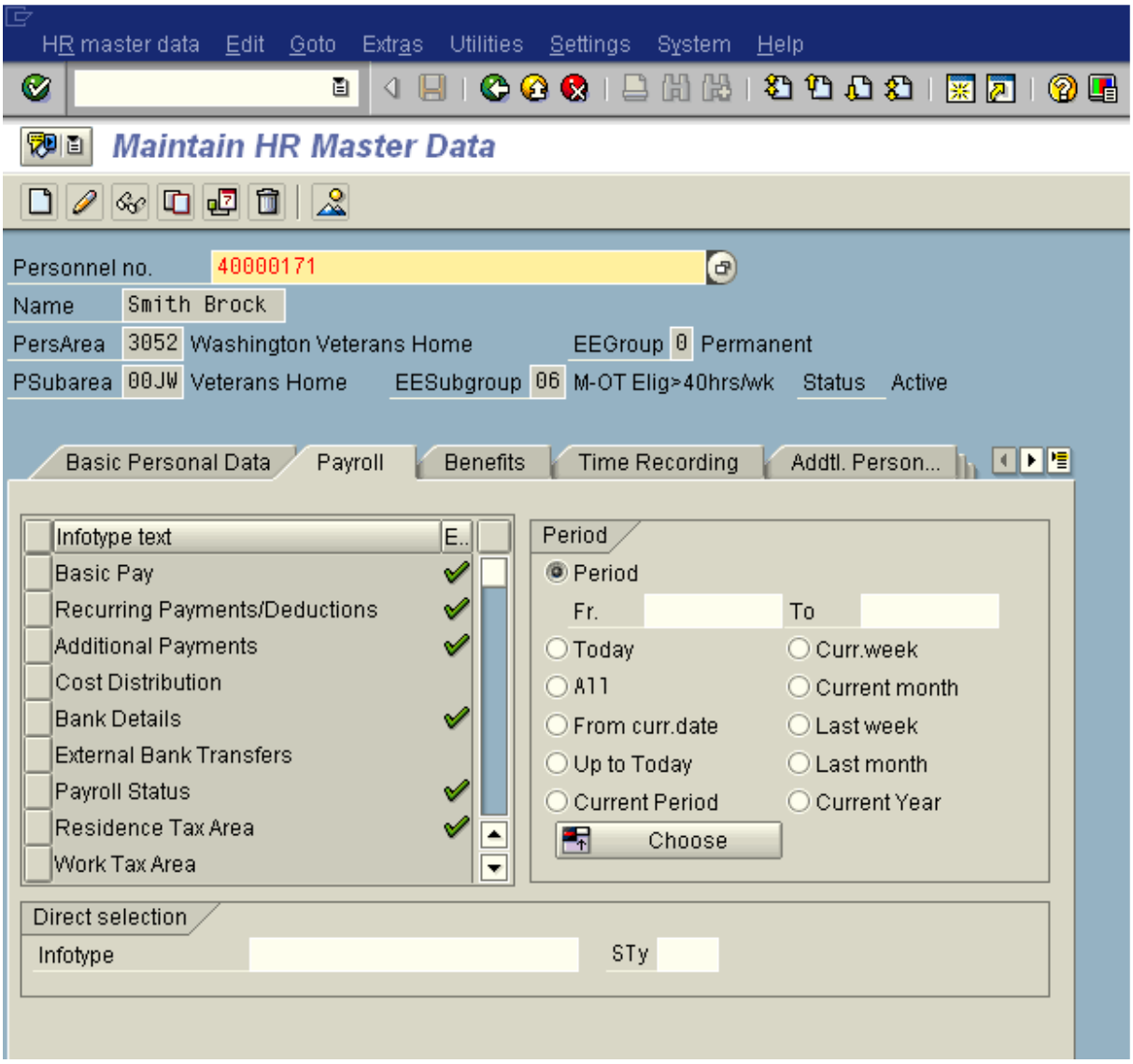
2. Complete the following field:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example:** 4000171

3. Click (Enter) to validate the information.

4. Click the tab.

Maintain HR Master Data



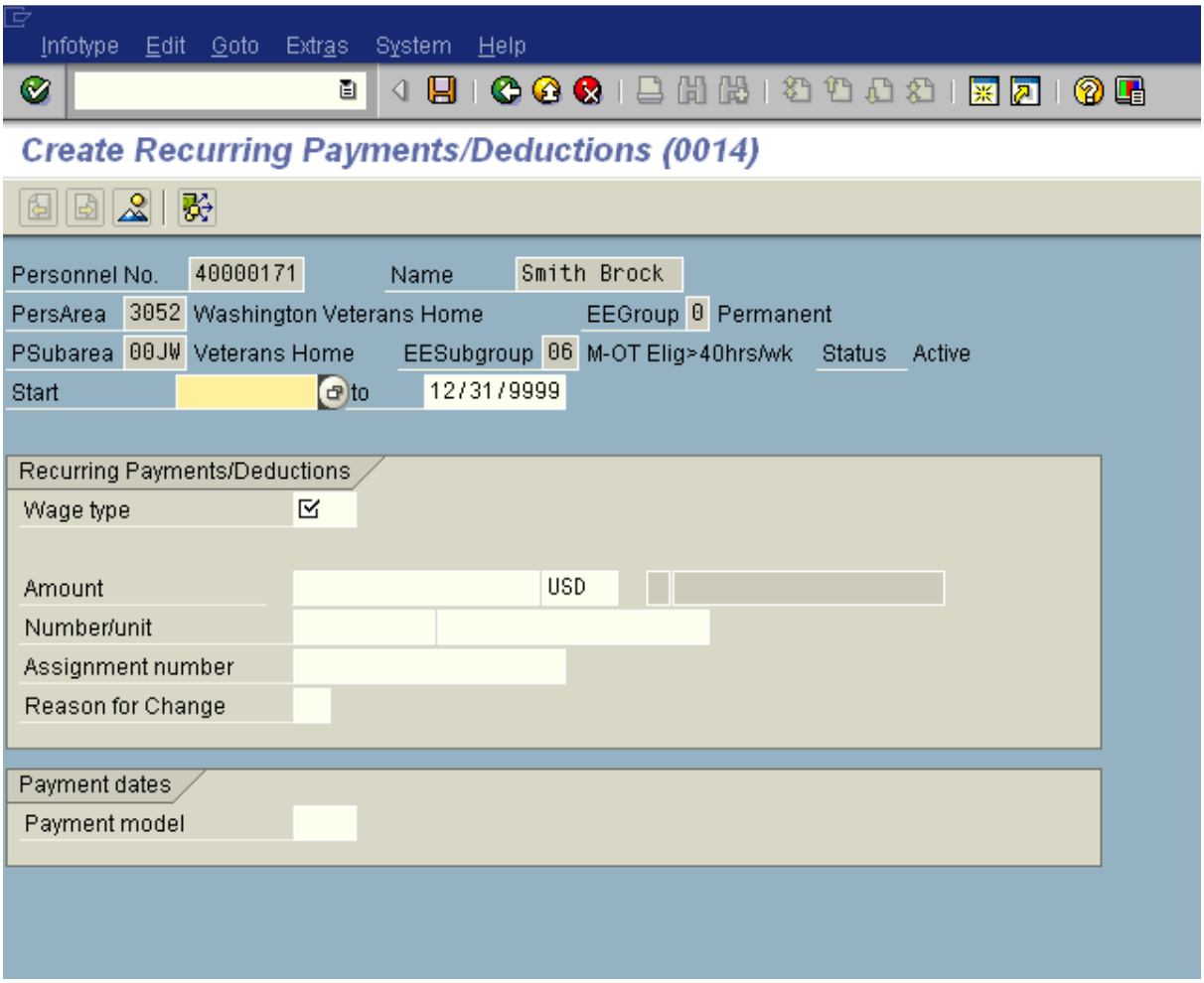
5. Click the gray box to the left of Recurring Payments/Deductions .

6. Perform one of the following:

If	Go To
Creating a new payment	Step 7
Updating an existing payment	Step 12

7. Click (Create).

Create Recurring Payments/Deductions (0014)



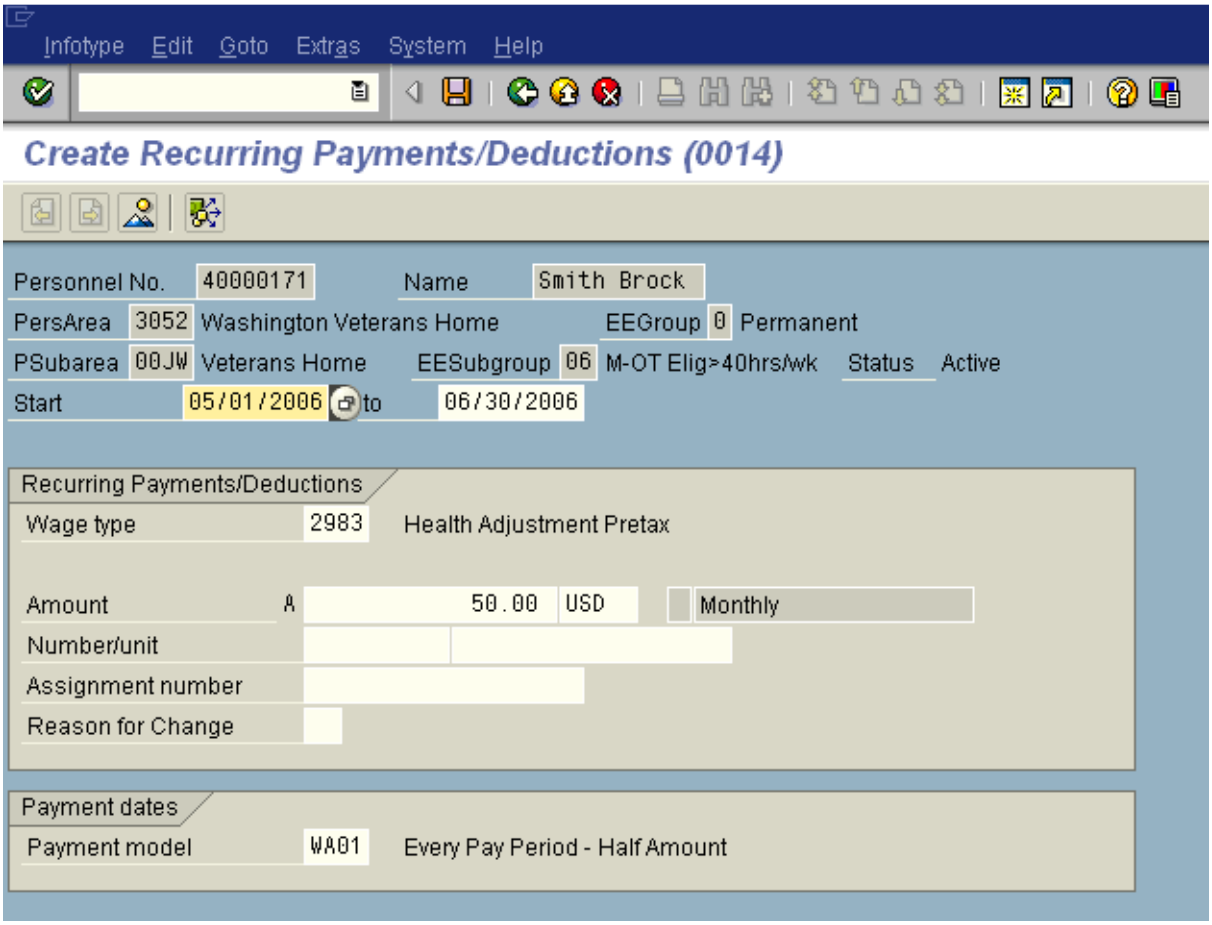
8. Complete the following fields:

Field Name	R/O/C	Description
Start	R	The start date for the payment. **Example:** 5/1/2006
To	R	The end date for the payment. **Example:** 6/30/2006
Wage type	R	The type of payment or deduction. **Example:** 2983

Field Name	R/O/C	Description
Amount	R	The amount of the payment. **Example:** 50.00
Payment model	R	The payment schedule for the payment – the pay period and the amount. **Example:** WA01 Every pay Period – Half Amount

9. Click (Enter) to validate the information.

Create Recurring Payments/Deductions (0014)



10. Click (Save) to save.

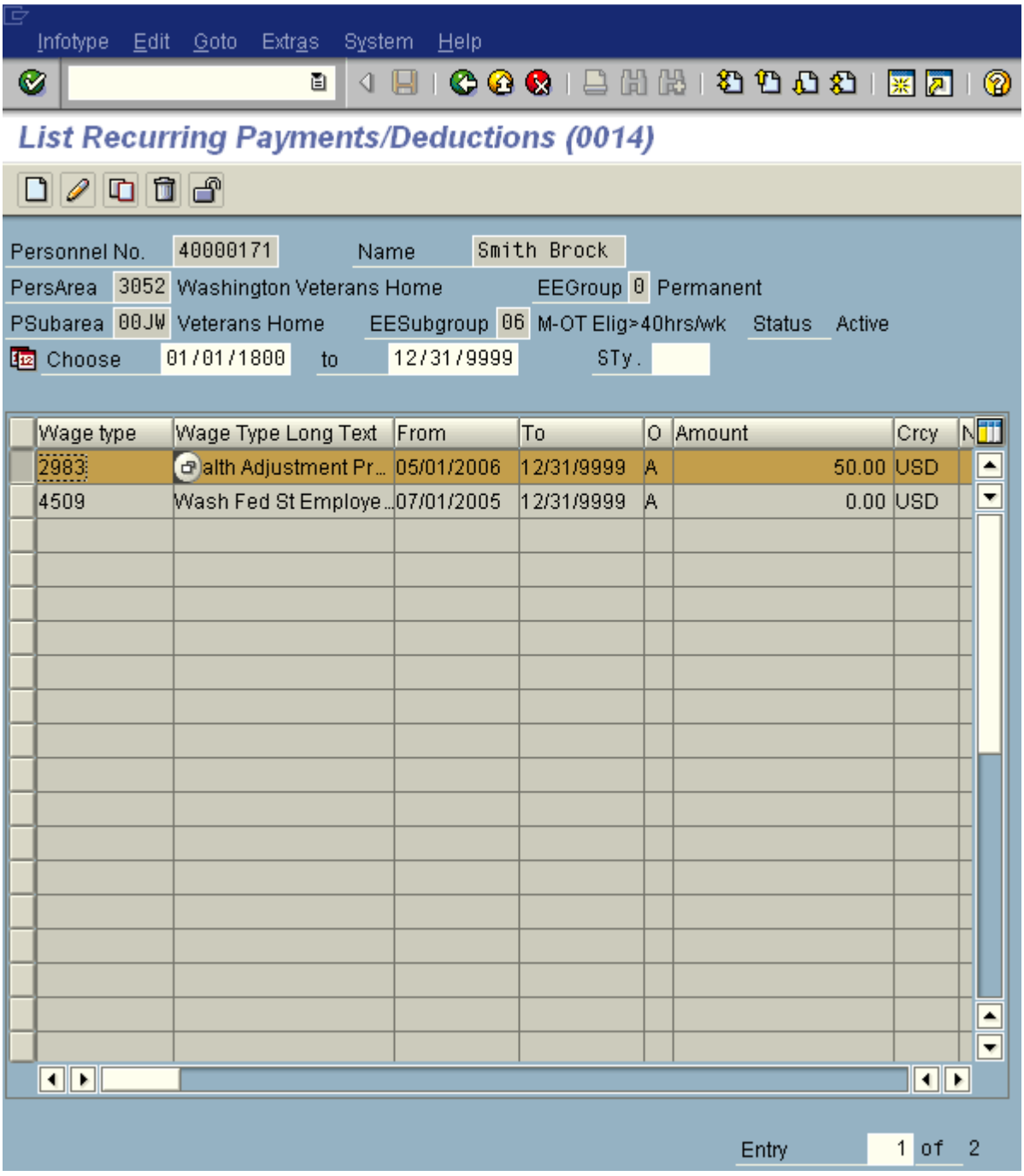
11. Perform one of the following:

If	Go To
You have a balance remaining after the end date of the recurring payment	Step 20
You do not have a balance remaining after the end date of the recurring payment you have completed this transaction.	

To update an existing payment follow the steps below.

12. Click (Overview) for an overview of all actions associated with the *Recurring Payments/Deductions* infotype (0014).

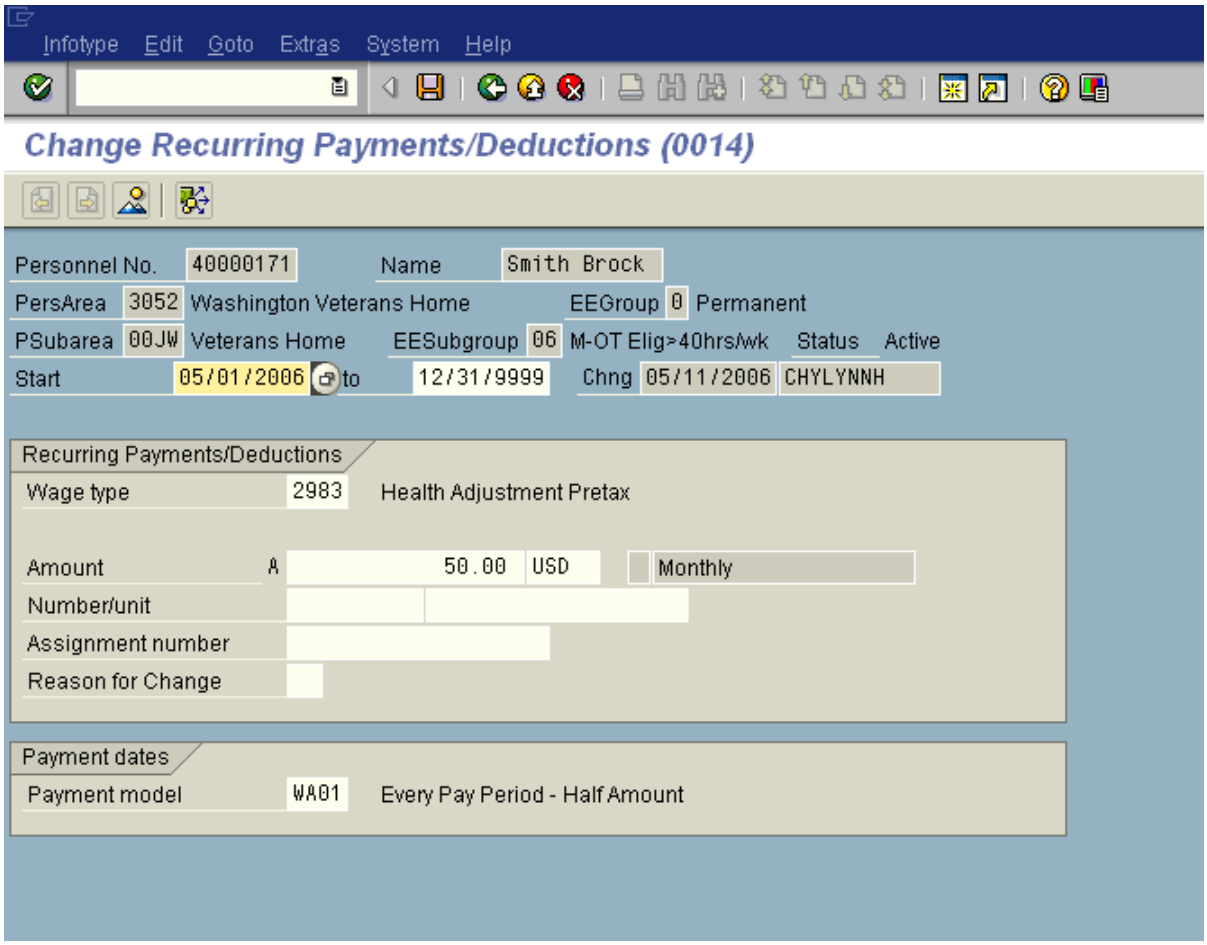
List Recurring Payments/Deductions (0014)



13. Click the gray box to the left of the payment that needs an end date other than 12/31/9999.

14. Click (Change) to change the record.

Change Recurring Payments/Deductions

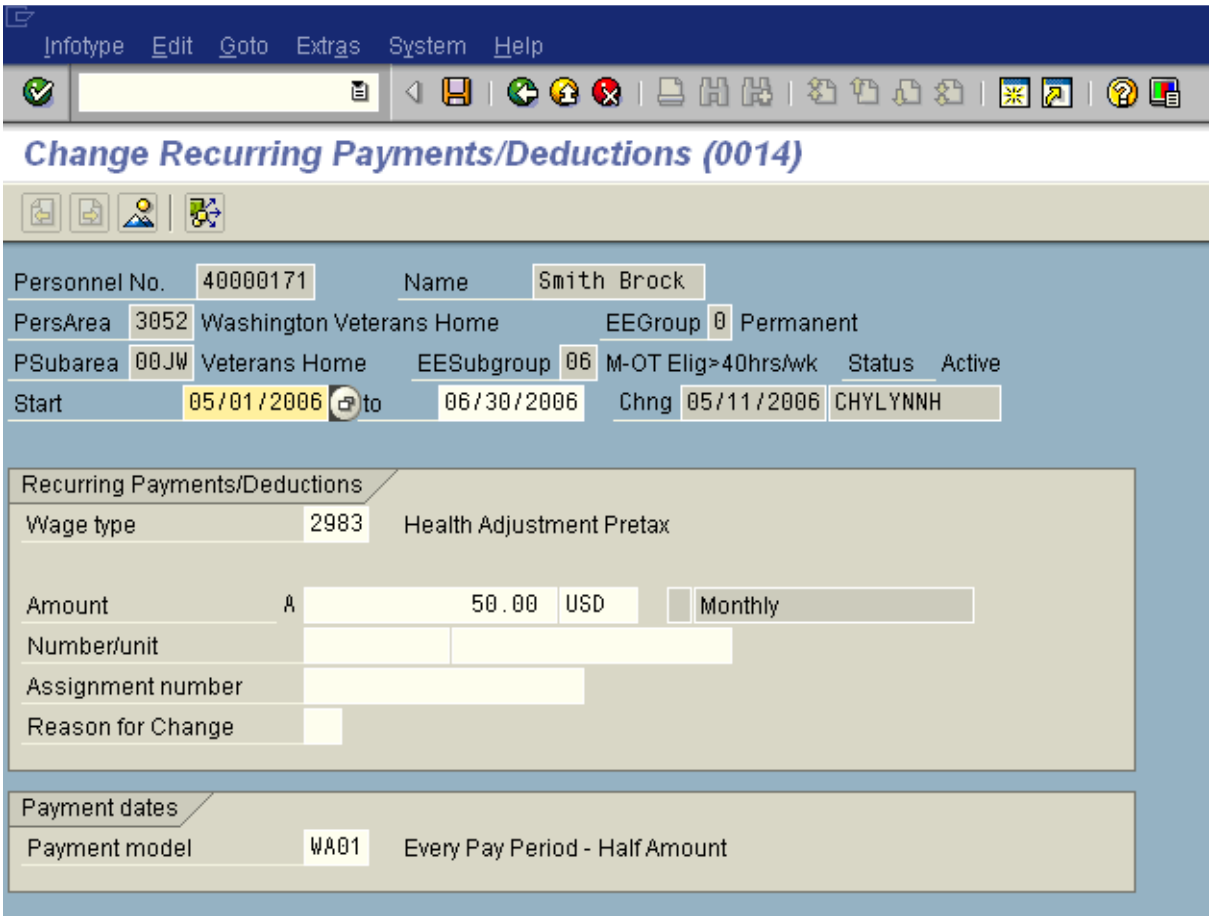


15. Complete the following field:

Field Name	R/O/C	Description
to	R	The end date for the payment. **Example:** 6/30/06

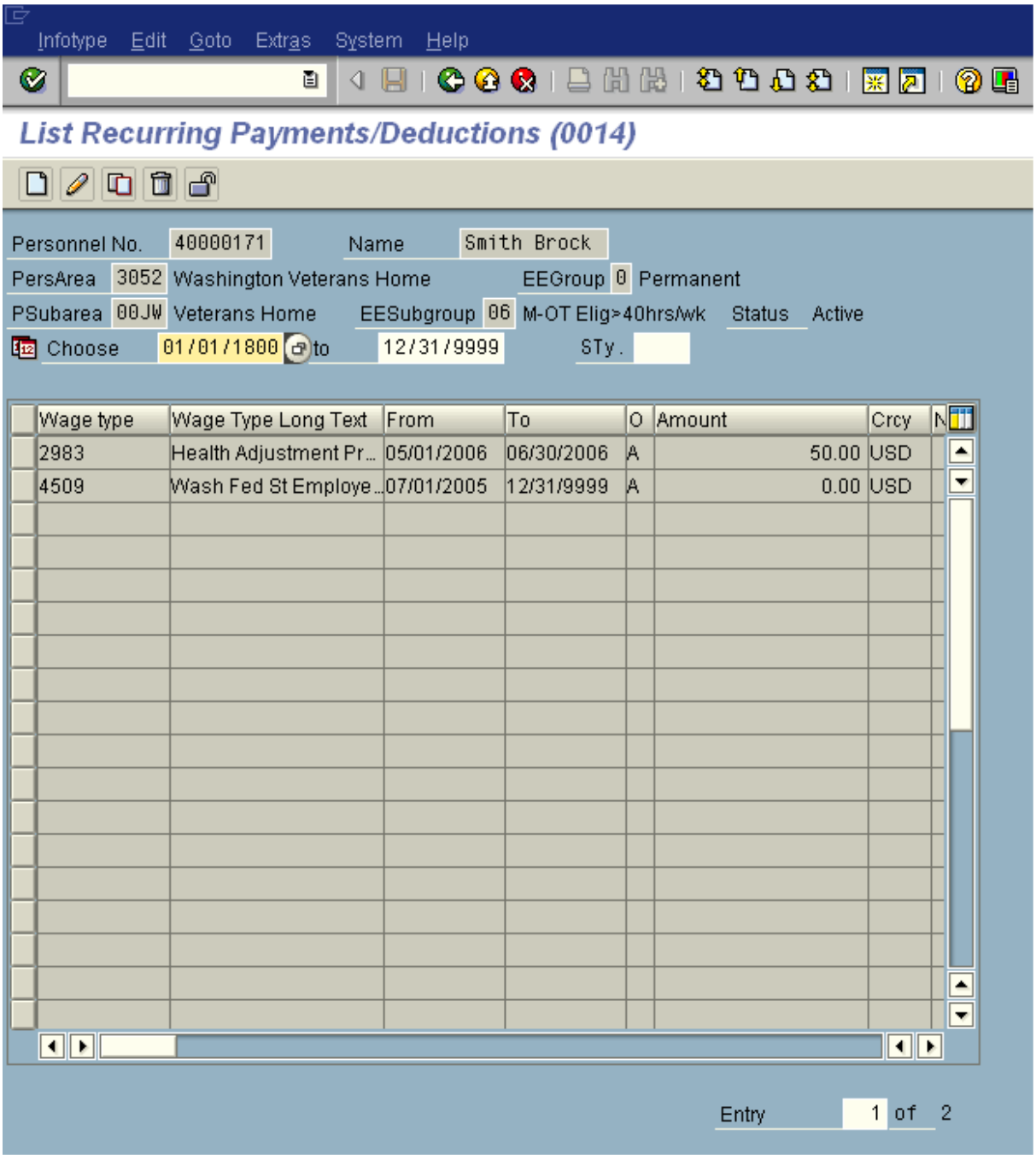
16. Click (Enter) to validate the information.

Change Recurring Payments/Deductions (0014)



17. Click (Save) to save.

List Recurring Payments/Deductions (0014)

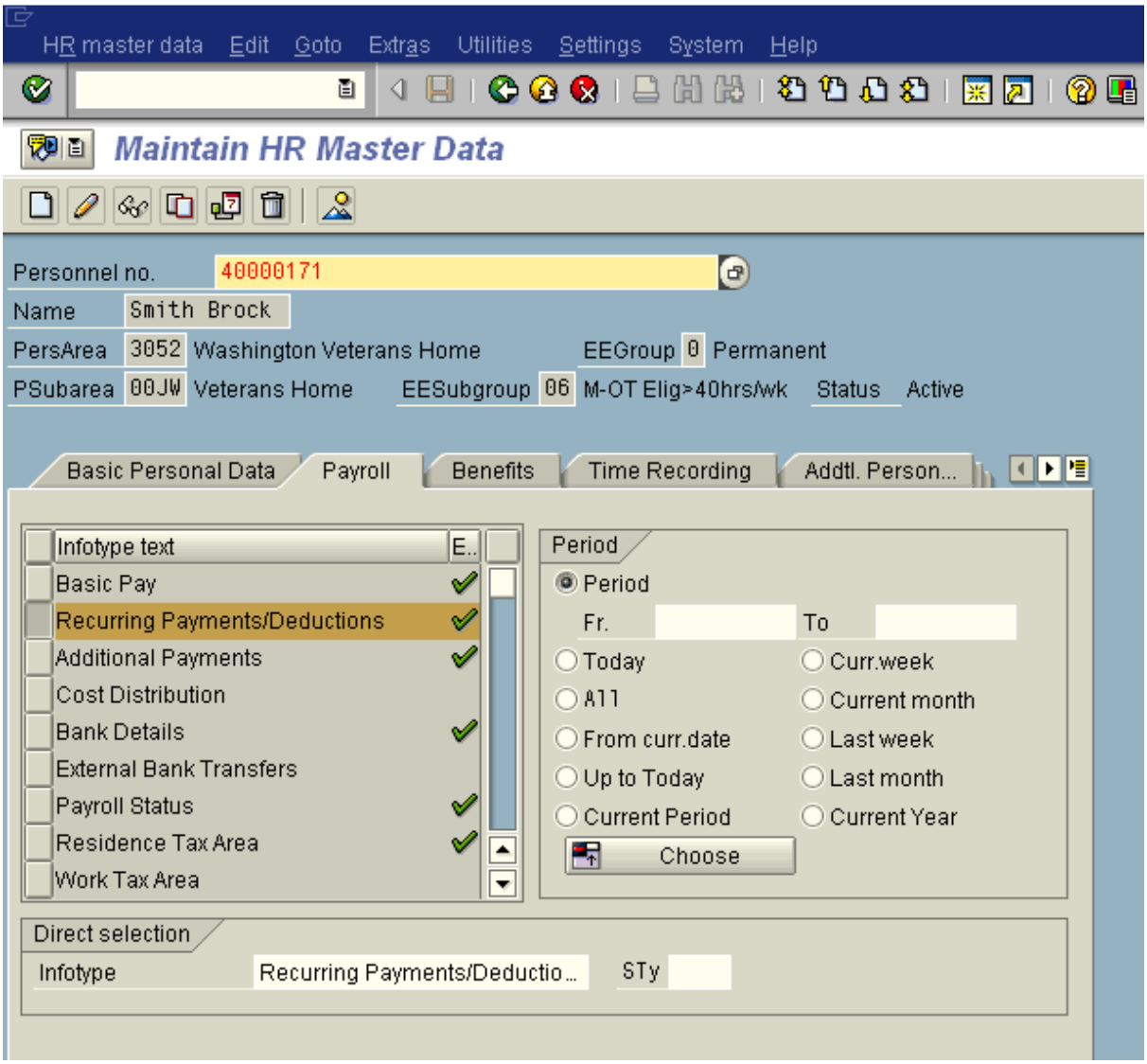


18. Click (Cancel) to return to **PA30**.

19. Perform one of the following:

If	Go To
You have a balance remaining after the end date of the recurring payment	Step 20
You do not have a balance remaining after the end date of the recurring payment you have completed this transaction	

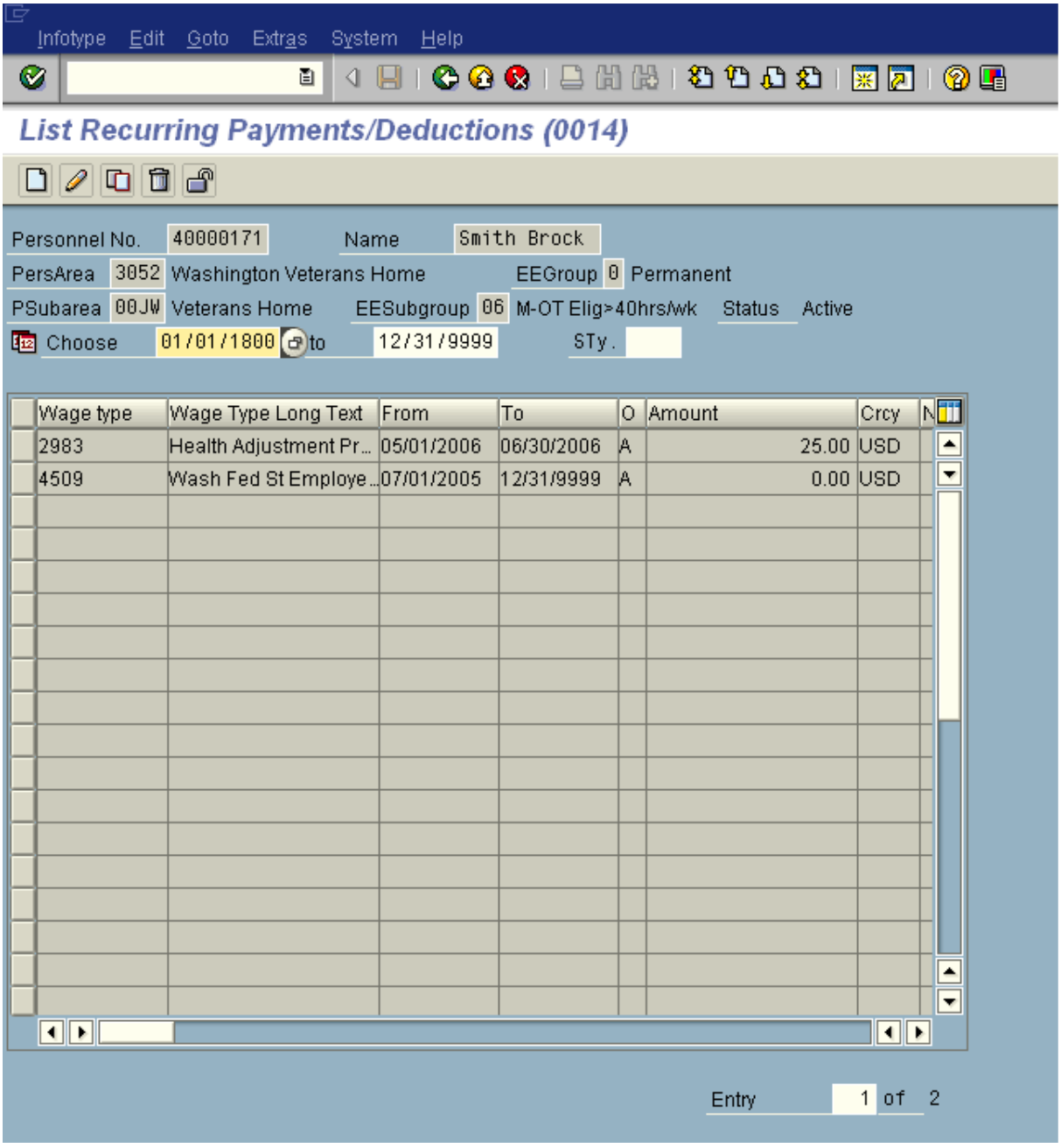
Maintain HR Master Data



20. Click the gray box to the left of Recurring Payments/Deductions .

21. Click (Overview) for an overview of all actions associated with the *Recurring Payments/Deductions* infotype (0014).

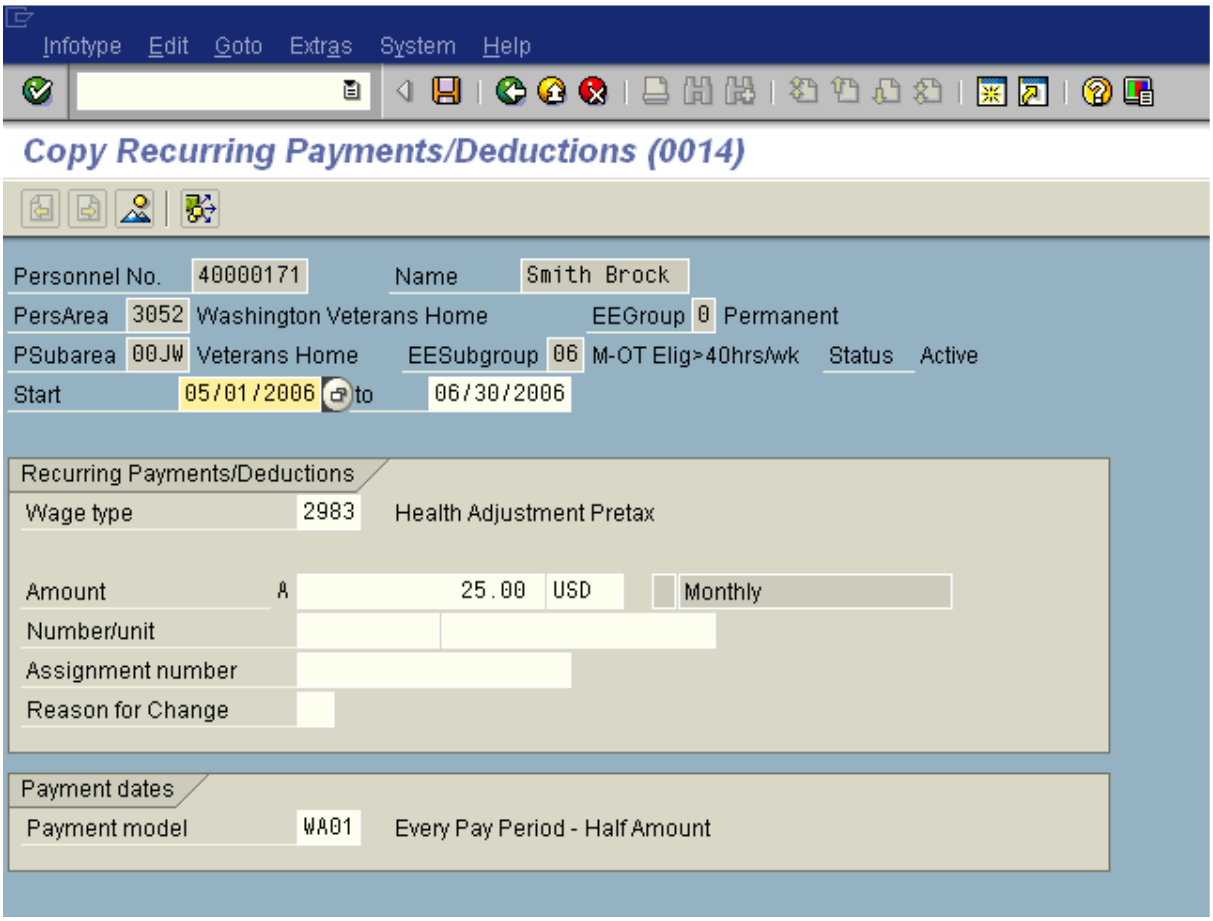
List Recurring Payments/Deductions (0014)



22. Click the gray box to the left of the payment that you need to update.

23. Click (Copy)

Change Recurring Payments/Deductions



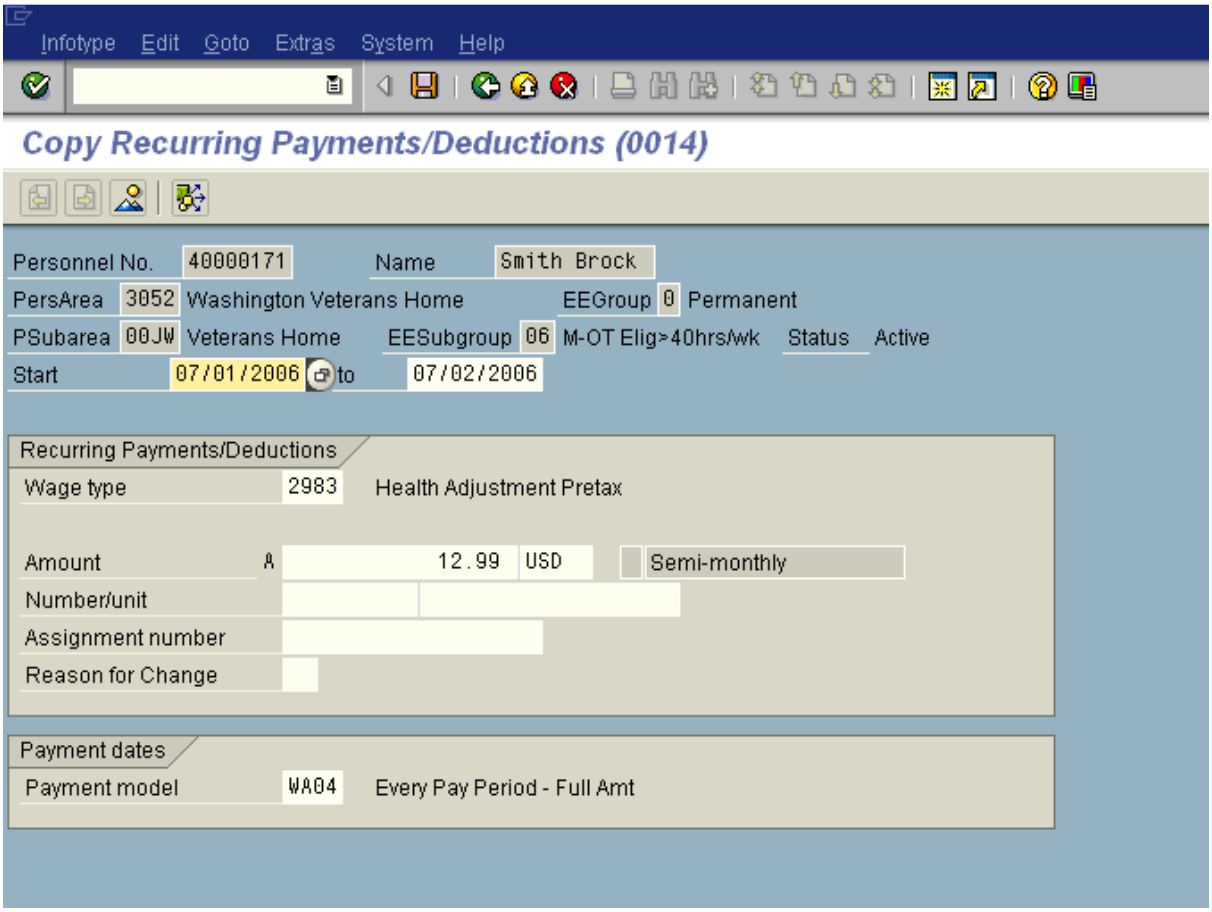
24. Complete the following fields:

Field Name	R/O/C	Description
Start	R	The start date for the payment. This date must be at least one day after the end date for the prior payment. **Example:** 7/1/2006
to	R	The end date for the payment. **Example:** 7/2/2006

Field Name	R/O/C	Description
Amount	R	The amount of the payment. **Example:** 12.99
Payment model	R	The payment schedule for the payment – the pay period and the amount. **Example:** WA04 Every Pay Period - Full Amount

25. Click (Enter) to validate the information.

Copy Recurring Payments/Deductions (0014)



26. Click (Save) to save.

27. You have completed this transaction.

Result

You have added an end date for a recurring payment that doesn't maintain a balance wage type.

If required, you have created a payment to repay the remaining balance.